Utah STATE OFFICE of Education
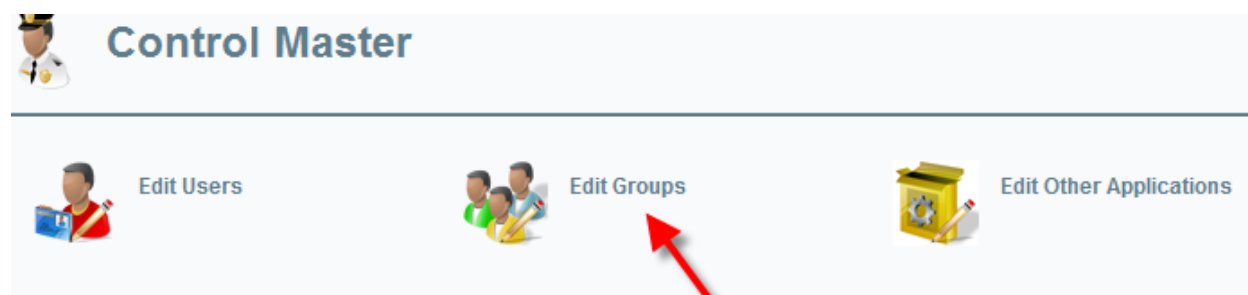
USOE - SIS 2000+

Edit Groups
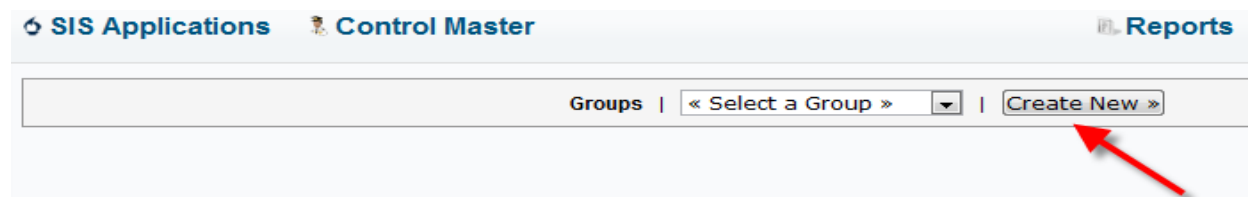
Control Master

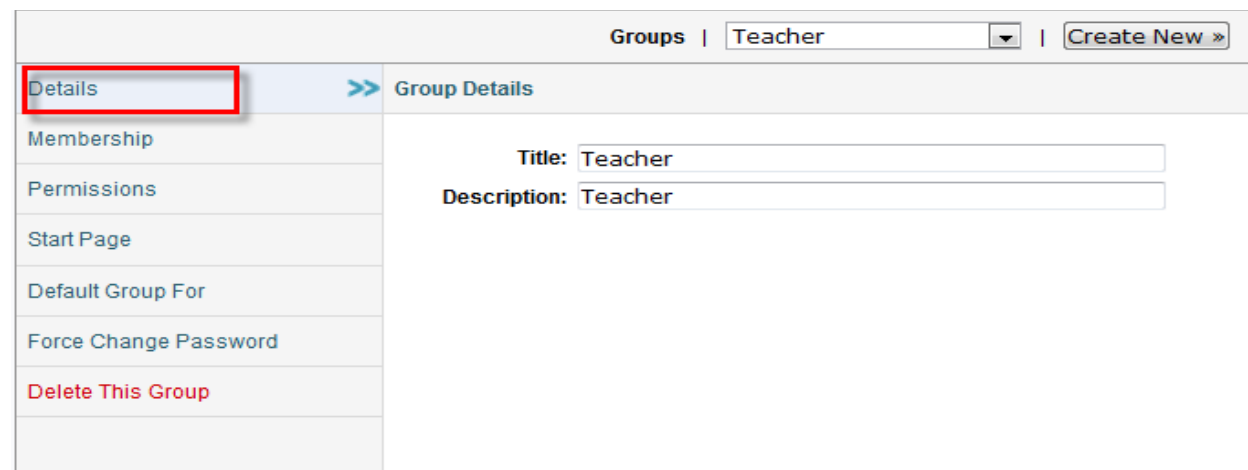# Control Master

Edit Groups

- Click on "Control Master" icon

- Select "Edit Groups"

- "Select a Group" from the drop down menu

- The "Details" screen gives us the Title and Description of the Group that we are working with.

- The "Membership" screen gives us the ability to view who is a member of that group based on different filter options – such as letters, numbers, unique identifiers, show all, and different user groups. You can add a person into a group, but you **cannot** remove a person from a group in this screen. That has to be complete through the Edit User function.

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- The "Permissions" screen is what allows a user to see and use the different functions throughout SIS 2000+. Each group is set up differently based on the needs of their job responsibilities, which will be determined by the District Office or Principal. Permissions can be changed at any time.

- The "Start Page" determines what an user will see on their screen when they first log onto the system. A school may decide that a contact will see the student summary when they first log in, but a secretary will default to "None" and will see a full menu.

- The "Default Group For" screen

- The "Force Change Password" screen allows the Control Master to select a group and force that whole group of users to change their passwords at any time.

- The "Delete This Group" screen allows for any group to be deleted at any time. But as the Warning states – This action cannot be undone.

Updated on January 26, 2011